

**Subject:** [Phar] Activation of an Alternative Operations Plan in response to COVID-19  
**Date:** Friday, March 20, 2020 at 1:04:53 PM Central Daylight Time  
**From:** phar-bounces@ulm.edu on behalf of Glenn Anderson  
**To:** phar@ulm.edu  
**Attachments:** teleworking-agreement[6].docx, ULM WORKFORCE GUIDELINES COVID- FINAL[1].docx, ATT00001.txt

Dear Pharmily,

Many of you have seen Dr. Bruno's message to ULM employees that directs all university departments to begin a new phase of social distancing. All who can do so have been directed to begin telework activities effective Monday, March 23, 2020. This decision and the arising transition will require time and patience as we all become accustomed to the new realities of our work environments. I want to thank you each now for your collegiality and civility during this stressful process and time.

Paper work is a necessary part of any change process and the COP is no different. Each of us must complete and submit to our supervisor a copy of the teleworking agreement. For those who were unable to complete this form before close of business today, please email the completed form to your supervisor at your earliest convenience. Please do avoid attending the College's campuses (campi for Dr. Evans) unless your work requires you to be onsite for completion. Those of you who must visit the campus for exchange of work product, performance of normal job duties, research activities, or other necessary purposes **MUST** contact our university police department (UPD, 318-342-5350) upon **BOTH upon arrival and leaving** any of the College's buildings. We are posting a notice and the UPD phone number on the doors of the Bienville building as a reminder of this important request. Please help me avoid a situation where a UPD officer unexpectedly encounters one of our personnel in a building he/she believes to be empty and locked.

I have no expectation that this transition will be seamless or smooth. We will have minor frustrations, we may have major frustrations, as we transition to a telework process. Do realize that we all sharing common goals regarding the changes being experienced – 1)assure the educational mission is successful, 2)assure the College's routine business continues, and 3)assure that our scholarly activities are supported. When hiccups, mistakes, failed plans, or other irritations occur, please communicate with your supervisors, administrators, and/or me so that these small sparks do not become large fires. Let me leave you with one final thought. This transition to telework and online education can be thought of as a barrier to our success. I urge you to "flip the perspective" and attempt to see the opportunities afforded. I see many more opportunities than barriers.

Have a great weekend and keep washing those hands!

H.

H. Glenn Anderson Jr., PharmD  
Dean, College of Pharmacy  
Professor and Endowed Chair of Pharmacy Excellence, School of Clinical Sciences  
University of Louisiana Monroe  
1800 Bienville Dr.  
Monroe, LA 71201